UNITED STATES MARINE CORPS
Financial Management School
Marine Corps Service Support Schools
PSC Box 20041
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STUDENT OUTLINE

On-Line Diary System

1. LEARNING OBJECTIVES: (INSTRUCTOR NOTE: HAVE THE STUDENTS
READ THE LEARNING OBJECTIVES IN THEIR STUDENT HANDOUT)

    a. TERMINAL LEARNING OBJECTIVE: Given access to a
simulated on-line diary system, user identification (ID),
password, preparer's electronic signature/SEED (ELSIG/SEED),
applicable transactions, and with the aid of the MCOP 60-1,
prepare an on-line diary, in accordance with the MCOP 60-1.
(3432.2.1)

    b. ENABLING LEARNING OBJECTIVES:

        (1) Given simulated situations pertaining to
adjustments of a member's Master Military Pay Account (MMPA),
a Disbursing Data Entry Worksheet and with the aid of DFAS-KC
7220.31-R (MCTFS APSM), prepare the Disbursing Data Entry
Worksheet for the situation, in accordance with DFAS-KC
7220.31-R. (3432.2.1a)

        (2) With the aid of the MCOP 60-1 and when provided
an on-line terminal, execute the sign-on procedures, in
accordance with the MCOP 60-1. (3432.2.1b)

        (3) With the aid of an on-line terminal, MCOP 60-1
and when provided with appropriate transactions, input the
information necessary to report transactions, in accordance
with the MCOP 60-1. (3432.2.1c)

        (4) With the aid of an on-line terminal, MCOP 60-1
and a completed diary, take the appropriate action to review a
diary for accuracy, in accordance with the MCOP 60-1.
(3432.2.1d)

        (5) With the aid of an on-line terminal, MCOP 60-1
and an uncertified diary, take the appropriate action to

continue a diary, in accordance with the MCOP 60-1. (3432.2.1e)

(6) With the aid of an on-line terminal, MCOP 60-1 and a completed diary, take the appropriate action to print a diary, in accordance with the MCOP 60-1. (3432.2.1f)

(7) With the aid of the MCOP 60-1 and when provided an on-line terminal, execute the sign-off procedures, in accordance with the MCOP 60-1. (3432.2.1g)

1. ELECTRONIC SIGNATURE

a. Definition: An electronic signature (ELSIG) is a two part code consisting of a seven digit alphanumeric sequence generated by the system, plus a one, two or three digit alphanumeric sequence known as the SEED. The SEED is determined by the individual.

b. Purpose: Electronic signatures are necessary to control access to the system and they identify specific operators, and limit those functions which an operator can perform. Electronic signatures will not only protect the system from unauthorized access, they will also protect you and your unit.

2. TYPES OF ELECTRONIC SIGNATURES

a. PREPARER'S ELECTRONIC SIGNATURE:

(1) It is generated by the finance officer for the individual assigned to prepare diaries for the reporting unit.

(2) This ELSIG should be considered a personal signature and should be safeguarded as such.

(3) Should this ELSIG be suspected of compromise, the preparer will change his/her SEED and a new ELSIG will be generated.

3. PROCEDURES TO SAFEGUARD YOUR ELECTRONIC SIGNATURE

a. As mentioned previously the ELSIG is personal, in that, once your ELSIG is entered into the system everything you do can be traced personally back to you. Therefore you must protect
your ELSIG from being compromised.

b.   The key word involved in safeguarding your ELSIG is "MEMORIZE".   The ELSIG should be maintained by memory only. It will not be written down or recorded anywhere at any time.

c.   When entering your ELSIG into the system, the screen will remain blank, however you must make sure that nobody is standing behind you. An individual standing behind you may be able to pick up your ELSIG by watching the movement of your fingers across the keyboard.

d.   Do not, under any circumstances, give anybody your ELSIG to use. Your ELSIG is personal and should be safeguarded at all times.

4. SIGN ON PROCEDURES

a.   Use the following procedures to access the QWS3270 System   from the desktop:

(1) Using the mouse, double left click on the QWS3270 icon.

(2) At theQWS3270 PLUS TN3270 Telnet CONNECT SCREEN, click on the "**connect**" button on the screen.

(3) Type "**F**" for your selection and enter.

(4) The next screen you come to is the warning of unauthorized use may subject you to prosecution screen. Hit the enter key after reading this screen.

(5) Once you have successfully logged on to the 3270 terminal emulation the instructor will assign you an ACID (access Identity) consisting of a group of six letters and numbers (i.e.BCFA04) and a password. This number has been assigned to you for the purpose of this class **ONLY**.

(6) The Entry Validation screen will come up. This is where you enter your ACID and password.

(7) Type "s" beside CICS and hit the enter key.

(8) You are now signed on to the CICS Selection Menu.

(9) Select the option for MCTFS OLDS option.

b. We are now at the On-Line Diary Master Menu. This screen gives you-the user-a variety of choices, including Diary Statistics Report, Error Report, Advisory Report, etc. Options "H" and "I" are for the user to print off a current TTC/SEQ listing. Whenever changes are done to the system, they are input, and then followed up by manuals. A user can periodically print off these listings so as to have all the current TTC/SEQ's available. Also some of your TTC listings in the Automated Pay Systems Manual (APSM) refer you to the current TTC/SEQ listing. This is where you-the user-can get a listing from. At this time we want to go into the Diary System itself, so we will type in "A" in the option field. This will bring the cursor to the "PRT DEST" field. Here is where you-the user-let the system know where you want your jobs printed. Valid printer codes are eight character alphanumeric codes, which are usually posted on the printer concerned. For our purpose type in "the one assigned by instructor" and hit <enter>.

c. The screen in front of you is now the "REAL FAMMIS ON-LINE DIARY SYSTEM SIGN ON MENU". Here is where you enter your ELSIG and SEED. The cursor is at the "ELSIG" prompt, type in "your ELSIG". Notice the cursor automatically advanced to the next field which is the "SEED" prompt. Type in "your SEED" the cursor advances to the "RUC" prompt. This is where you-the user-distinguish the diary you are about to do as a disbursing diary vice an administrative or commanding officer diary. Type in a "D" for disbursing followed by the DSSN which in this case is "8190" (ex D8190) and hit <enter>. Next you will need to type in the JURIS code of "02" and hit enter.

d. You have now successfully logged into the On-Line diary system, which brings you to the "REAL FAMMIS ON-LINE DIARY SYSTEM-DIARY CLERK MASTER FUNCTION MENU". The options you as a diary clerk would use at this screen is Option "10" to prepare/review a diary, or option "20" to change your ELSIG/SEED. (Reminder: This must be done every 60 days or when the ELSIG has been compromised). Type in a "10" and hit <enter>. You have now successfully accessed the On-Line diary system.

5. PROCEDURES TO START A NEW DIARY

a. ON-LINE DIARY MASTER MENU: There are many options available from this menu. The first one which is Option 1 - START A NEW DIARY is the one we will concentrate on. Options

2, 3 and 6 will be covered later in this period of
instruction. Options 4 and 5 are to be used by the certifying
officer. To start a new diary the prompts will be completed
as follows:

        (1) SELECT DESIRED OPTION: Accept the system default
option of 1 and use the TAB Field Forward Key to advance the
cursor to the INPUT DIARY NUMBER FIELD.

        (2) INPUT DIARY NUMBER: The system provides you with
a system default diary number. This number indicates the next
diary number that should be started for the unit, I.E. in a
finance office you will have more then one individual
preparing transactions. Therefore, if somebody else signed on
before you and received diary number 15, when you go to sign-
on to the system, it will automatically reflect diary number
16 in the system default diary number field located to the
right of option 1. To accept this System Default just use
your Tab Field Forward Key to advance the cursor to the Input
Diary Date Field.

        (3) INPUT DIARY DATE: The system will always reflect
today's date. Current date should always be used when
preparing diaries. To accept today's date - depress the Enter
Key. By depressing the Enter Key you will start a diary. The
diary Update Screen will appear.

6. PROCEDURES TO INPUT TRANSACTIONS

    a. NORMAL TRANSACTIONS: There are several different
transactions that can be input from the Diary Update screen
but we will cover normal transactions first:

EXAMPLE: SSN 101131165; TTC/SEQ 504/001; AMT: $600.00; MO: 06;
EFF DATE: TODAY

        (1) DIARY UPDATE SCREEN: For a normal transaction
the prompts would be completed as follows:

        (a) SELECT STATEMENT OPTION: The system default
for this field is 1-NORMAL. For a normal transaction accept
the system default by pressing the Tab Field Forward Key. The
cursor will advance to the input TTC and Sequence Field.

        (b) INPUT TTC AND SEQUENCE: A TTC and Sequence
number is required. Input the three digit numeric TTC and the
three digit numeric sequence. When keying this in, hitting
the space bar is not required as the system will space for

you. When keying in payment option election codes, use TTC
698 and the appropriate sequence number selected from Appendix
F of the APSM. (TTC/SEQ: 504/001)

        (c) <u>SOCIAL SECURITY NUMBER (SSN)</u>: Enter the SSN
of the individual whose record the transaction will update.
If a 10 digit SSN is used the cursor will automatically
advance to the Effective Date Field. (NOTE: IF A NINE DIGIT
SSN IS USED YOU MUST USE TAB FIELD FORWARD KEY TO ADVANCE
CURSOR.)

(SSN:101131165)

        (d) <u>EFFECTIVE DATE</u>: The effective date field
will always contain today's date. This date pertains to POE
transactions only. Do not utilize this date for Disbursing
Data Entry Transactions. After the above prompts have been
completed press the ENTER Key.

    (2) <u>INPUT FOR INDIVIDUAL SCREEN</u>: The following
information will be displayed for verification:

        (a) DSSN, Diary number, Diary Date, TTC/SEQ
Number, RUC, SSN, Name and Initials, and the Pre-Formatted
Entry based on the TTC/Sequence entered.

        (b) If the transaction and/or the individual
displayed <u>is not correct,</u> or you just need to back out of this
screen hit the F3 key (Alt/F3). This command will take you
back one screen to the Diary Update Screen.

        (c) If all the information <u>is correct</u> you will
then complete the prompts required for the transaction to be
entered. In this case, we have an Advance Pay transaction to
enter. The first prompt asks for an amount. Amounts are
keyed in with no decimal point, I.E. $600.00 will be keyed in
as 60000. No dollar sign is required.

        (d) After the amount has been keyed in you must
advance the cursor to the next prompt, unless the dollar
amount is enough characters to fill the field and then it will
advance automatically. The next prompt asks for months (of
repayment). In this case the months of repayment is six. Key
in 06 and the cursor will advance to the date field.

        (e) The date will be keyed in DOD Format
(YYMMDD). After you key in the date in the proper format the

cursor will advance to the prompt "Do you want a history statement?".

        (f) If a history is required key in yes. If one is not required advance the cursor to the next prompt, "Next Normal TTC/SEQ".

        (g) If another entry is required on the same individual key in the TTC/SEQ for that entry and press the Enter Key. If another Normal entry is required but on a different individual - a TTC/SEQ will be keyed in and the new SSN will be keyed in at the prompt "ENTER THE NEXT SSN HERE". Once this is done press the Enter key. A new Input for Individual screen will appear along with a statement at the bottom of the screen that states "LAST DIARY ENTRY - YOUR LAST DIARY ENTRY REQUEST HAS BEEN SUCCESSFULLY WRITTEN TO THE DIARY TRANSACTION FILE FOR PROCESSING. PLEASE INPUT YOUR NEXT REQUEST." This tells you your last entry was good and will process when the diary is certified. At this time complete the prompts for the next entry. If another normal entry is not desired leave the Next TTC and SSN fields blank and you will return to the Diary Update Screen.

   b. DEL/ADD (CORRECTION) ENTRIES

EXAMPLE: SSN: 679348124; TTC/SEQ: 520/000

ERRONEOUS ENTRY TIME: 0800 DATE: 910619 CODE:PR04 CODE: DE05 CODE:TR01 TIME 1750 DATE: 910630

NEW ENTRY TIME: 0800 DATE: 910619 CODE: PR04 CODE: DE04 CODE TR02 TIME: 1750 DATE: 910630

      (1) This entry will be used when erroneous information has posted to a member's record. This entry will delete the bad information out of the member's record and post the good information. This is called a correction entry.

      (2) Diary Update Screen - To input a correction or Del/Add entry the preparer will key in a 2 in the "Select Statement Option" field. The cursor will advance to the "Input TTC/SEQ" field at which time you will key in the TTC/SEQ of the entry that the correction is to report on. The cursor will then advance to the SSN field. Key in the SSN of the individual for which the entry is to be reported.

      (3) Input For Individual Screen - The first Input For Individual screen will ask for the Deleted Information. The

pre-formatted entry appears with a "CORR" before it. This means that you are to key in the information that has to be corrected. Complete the prompts with the appropriate information and press the Enter key. This screen requires the correct information to be entered. The information to be deleted will be displayed - however, all you have to do is key the correct information over the information displayed. Once this is done the cursor will advance to the prompt which states "DO YOU WANT A HISTORY STATEMENT". If a history statement is desired key in YES. If not advance the cursor to the next field. Only normal entries can be input from this screen so if another DEL/ADD entry is required the preparer must leave these two fields blank and return to the diary update screen.

    c. DELETE AS ERRONEOUS (DEL AS ERR) ENTRIES - These entries will be used to delete erroneous information out of a member's record. This would be used if an entry posted to the member's record that should never have been submitted.

EXAMPLE: SSN: 742207582 TTC/SEQ:512/000 CHECK AMT: $495.00 DATE: 910615

     (1) Diary Update Screen - To input a "delete as erroneous entry" the preparer will key 3 in the "SELECT STATEMENT OPTION" field. Key in the appropriate information in the "INPUT TTC AND SEQUENCE" and the "SOCIAL SECURITY NUMBER" fields and then press the Enter Key.

     (2) Input For Individual - This screen will be displayed with a "DELE" preceding the pre-formatted statement. The prompts will be completed with the information that is to be
deleted from the record. After completing the prompts the cursor will advance to the "HISTORY STATEMENT" prompt. After answering this question - you will complete the prompts for the next entry. Only normal entries can be input from this screen - if an other than normal statement is desired you must press the Enter Key without answering the prompts. When this is done you will return to the Diary Update Screen.

    d. MASTER ERROR CONTROL FILE (MECF) ENTRIES - These entries are designed specifically for maintaining your MASTER ERROR CONTROL FILE. When you have an entry that fails on your Error Report, the error will remain there until you utilize one of the following entries to remove the error. All entries require a seven digit MECF number. This number appears on the

Error Report and identifies the specific error to be removed. There are two entries which are as follows:

EXAMPLE: SSN: 508046672 TTC: 586/001 MECF #: 1234567 DATE: 910625 SRB AMT: $12000.00 INST: 4 MOS: 3432 DATE: 910621

    (1) CORRECTION (MECF) - Option 4 will be used when there is an error on the Error Report that requires a corrective entry to be submitted. To submit this entry, select and key "4" in the Select Statement Option field. Then Key in the TTC/SEQ of the entry to be corrected, and key in the SSN of the individual for which the Error occurred. After this is done press the Enter Key.

    (a) Input For Individual Screen - The first screen to appear will ask for two data elements. They will be the MECF Number and the Effective Date. This part of the Entry will delete the error from your Error File when properly completed and run through a cycle. After keying in the appropriate information - press the Enter Key.

    (b) Input For Individual Screen - The second screen is where the correct entry needs to be keyed. This part of the entry must be completed in order for the entire entry to process. Once this is completed press the Enter Key and you will be returned to the Diary Update Screen.

EXAMPLE: SSN: 087601083 MECF #: 1234568 DATE: 910615

    (2) DEL AS ERR (MECF) - Option 5 will be used when an error exists on the Master Error Control File (MECF) that requires no corrective action to be taken. For example, an error that occurred because the information has been previously posted to the record. This kind of error would require no corrective entry because the information has posted to the record. So this option will be used to just delete the error off your MECF. To enter this type of transaction, key a 5 at the Select Statement Option field. No TTC/SEQ is required for this entry; however, you must key in the SSN of the individual that the error occurred on. After this is done press the Enter Key.

    (a) Input For Individual Screen - When this screen appears the only two data elements that have to be keyed in are the MECF number and the effective date. Once these two fields
are completed, answer the prompts for the next entry information and press the Enter Key.

e.   PAYMENT OPTION ELECTION (POE) ENTRIES - There are nine POE types to choose from with each having its own sequence number. The only thing different when keying in a POE is the "EFFECTIVE DATE" that is located on this screen. With tode entries you have to advance to the next screen to input your effective date. When keying a POE the prompts will be completed as follows:

(1)   SELECT STATEMENT OPTION - A "1" will be entered.

(2)   INPUT TTC AND SEQUENCE - TTC 698 will be entered with the appropriate three digit sequence number that corresponds with the type of POE desired.

(3)   SOCIAL SECURITY NUMBER - Enter the SSN of individual for which the Entry is desired.

(4)   EFFECTIVE DATE - The system will provide the current date as the system default - if a different date is desired then just key in the desired date over the current date. After completing the prompts, press the Enter Key. The INPUT FOR INDIVIDUAL SCREEN will appear. This screen will ask for the additional information required for the type POE selected. Key in the required information and complete the prompts if needed. If you have completed your input for that diary or wish to return to the Diary Update Screen, do not answer the prompts for the next entry and just press the ENTER Key.

7. PROCEDURES TO REVIEW YOUR DIARY

a.   After you have input all the transactions to be entered on the diary, you will want to review your work before turning it in for audit. There are two ways that you can review your diary; on the screen or you can print off your diary and check your diary at your desk. The latter should be used if another co-worker is waiting to use the terminal. I am going to show you how to review your diary on the screen starting from the Diary Update Screen.

(1) Diary Update Screen - To review your diary you have to get back to the Master Menu so you would key option 6 in the "SELECT STATEMENT OPTION" field.

(2) Master Menu - To review a diary the prompts will be completed as follows:

(a) "SELECT STATEMENT OPTION" Field - Key Option 3 - Review a Diary. The cursor will then advance to the "INPUT DIARY NUMBER" field.

(b) "INPUT DIARY NUMBER" Field - The preparer must choose a diary from those listed under Option 3. Only those diaries that the preparer has personally prepared will be listed, I.E. another preparer's diaries will not be listed or available for review. If the diary number to be reviewed is the system default diary number listed to the right of Option 3 then leave this field blank. However, if the diary number is other than the system default diary number, key in the desired diary number and press the Enter Key.

(c) "INPUT DIARY DATE" Field - This field is not required for reviewing a diary. After pressing the Enter Key the diary requested will be displayed on the screen.

(3) DIARY REVIEW SCREEN: This screen will display the following information:

(a) Diary number and diary date

(b) Preparer's name

(c) Member standard identification number

(d) Completed transactions in SSN order. The cursor is located to the left of the first transaction on the diary. The Tab Field Forward Key will be used to move the cursor.

(4) OPERATION OF THE REVIEW PROCESS - There are three options available to the preparer during the review process.

(a) VALID TRANSACTION - If the transaction being reviewed is valid, the preparer will use the Tab Field Forward Key to move the cursor to the left of the next transaction to be reviewed.

(b) ERRONEOUS TRANSACTION - If the transaction is found to be in error it must be deleted from the diary. The information cannot be changed on the screen. To delete a transaction the preparer will key in a "D" to the left of the

statement to be deleted and press the Enter Key. An asterisk
(*) will appear indicating the statement has been deleted.
Once it has been deleted, in order to reenter that transaction
on the diary, you have to return to the Master Menu and select
Option 2 to Continue the Diary and enter the transaction once
again on your diary.

         (c) <u>REACTIVATING A TRANSACTION</u> - If a transaction
has been previously deleted and it is then discovered to be a
valid transaction, the preparer can key in an "R" over the
asterisk and press the Enter Key. The asterisk will then be
removed indicating the transaction is back on the diary. Once
you have reviewed the last entry displayed, if there are more
entries on the diary the following question will be asked, "DO
YOU WANT TO CONTINUE THIS REVIEW/UPDATE?--- YES".   If you
wish to terminate and return to the Master Menu just key in NO
over the YES and press enter. If you want to review the
second screen of transactions just press the Enter Key. If
there are no more entries to be reviewed on the diary the
following statement will be displayed at the bottom of the
screen, "THIS IS THE END OF YOUR DIARY".

8. <u>PROCEDURES TO CONTINUE A DIARY</u>

    a.   This option will be used whenever the need exists to
add transactions to an existing diary or to reinput a
transaction that was found to be in error and deleted during
the Review process. We will start from the Review screen,
let's say we have an advance pay entry that was erroneously
entered with the wrong amount. We have now deleted it and we
need to reinput the advance pay entry on our diary. You will
now depress the Enter Key to return to the Master Menu.

    b.   <u>MASTER MENU</u> - To continue a diary you will key in and
select option 2. For option 2 - the only other prompt to be
completed is the "INPUT DIARY NUMBER" field. If the diary to
be continued is the Default Diary listed to the right of
Option 2 then just depress the Enter Key. If it isn't then
the diary number must be keyed in before depressing the Enter
Key.

    c.   <u>DIARY UPDATE SCREEN</u> - When this screen appears you are
ready to continue your diary after verifying that you do in
fact have the correct diary number. Any entries input will be
added to those that already exist on the diary. Just complete
the prompts for the entry desired.

9. <u>PROCEDURES TO PRINT THE DIARY</u>

a. <u>MASTER MENU</u> - From the Master Menu the operator will take the following steps:

(1) "SELECT STATEMENT OPTION" Field - Key in and select option 6.

(2) "INPUT DIARY NUMBER" Field - Key in the diary number that is to be printed.

(3) "INPUT DIARY DATE" Field - No date required leave as is.

(4) Printer Number - The number of the printer assigned to your terminal will be displayed here. This number can be changed to reroute your print if the need exists. Just key in the appropriate printer number over the one displayed and press the Enter Key.

(5) After pressing the Enter Key the following message will be displayed at the bottom of the screen "THE HARDCOPY PRINT FOR THE DIARY YOU REQUESTED TO BE PRINTED HAS BEEN SENT TO YOUR DESIGNATED PRINTER. YOU MAY CONTINUE TO PROCESS NOW". After you receive this message if you have another diary to print, follow the steps as prescribed and press the Enter Key. If you have no more diaries to print press the PF1 Key to return to the Master Function Menu. It is important that once the message is received and the print has been sent to your designated printer that you do not remain on the Master Menu. Do not continue to press the Enter Key, because every time it is depressed, another print of the diary is sent to your printer. By pressing the PF1 key you will return to the Master Function Menu. Your printer should begin printing within a few seconds.

10. <u>SIGN OFF </u>PROCEDURES

a. From the Master Menu you must use PF3 to get to the Diary Clerk Master Function Menu. Notice that these keys are displayed at the bottom of the screen, and that on these keyboards you must push the ALT key plus the number 3 on the top of the keyboard.

b.   From the Diary master menu you would select <u>99</u> to terminate the On-Line System which will take you to the School's On-Line Diary Master Menu.

c.   From the On-Line Diary Master Menu the prompts at the bottom let you know that to get to CICS you must enter PF3. At this time you would push the Alt key and the three key. This will take you to the CICS selection menu.

d.   From this screen you will be able to complete the sign off procedures. As the prompts indicate, there are two different ways to logoff. You may either enter the number "01" at the "SELECTION" prompt, or you may simply press "PF1" (Alt key/1).

e.   From the Logmode screen where you are now, you may either type in "LOGOFF", or simply hit "PF3". Then from the next screen, simply type in "quit".